How do I delete a collection from Digital Collection Gateway?

Applies to

- Digital Collection Gateway

Answer

1. At the bottom of the Manage Account screen, you will need to make sure the collection is inactive.
2. Return to the Home screen and open the Inactive Collections accordion.
3. Click **Delete WorldCat Records**. This will purge the collection and all the records part of it from WorldCat. **If you delete the collection profile and then resync the collection, duplicates will be created because the original records are still in WorldCat. You will need to click Delete WorldCat Records to avoid this.**
4. Once this has been done, you can either resync the collection for a fresh sync, or leave as is. Either way, the collection has been removed.